
















New Teacher Webpage Requirement/Template

This year, Alamo Heights ISD has implemented the use of a uniform Teacher Webpage in an effort to make it easier for parents and students to find information in a consistent manner across the district. To this end, we are asking all teachers to create a new Teacher Webpage utilizing our newly designed template. These templates have been designed and developed through the recommendations of a committee of parents, teachers, Instructional Technology Specialist and district personnel. If you will follow the sequence noted below, your new webpage will be organized according to the district standard.

It is the intent of the district to have these new sites updated and launched by the first day of classes, August 22, 2011.

Teacher Webpage Template Overview

Here is a brief overview of the templates that you will be using:

<p>Teacher Home Page templates:</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <p>AH Home Elem</p> <p>AH Home JS</p> <p>AH Home HS</p> </div>	<p>Assignments/Homework template page:</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <p>Homewk - Elem</p> <p>Homewk - JS</p> <p>Homewk - HS</p> </div>
<p>Class Links template for all campuses:</p> <div style="text-align: center;">  <p>Class Links</p> </div>	<p>For Secondary with Multiple subjects:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>2</p> <p>Sec-hmwk2</p> </div> <div style="text-align: center;"> <p>3</p> <p>Sec-hmwk3</p> </div> <div style="text-align: center;"> <p>4</p> <p>Sec-hmwk4</p> </div> <div style="text-align: center;"> <p>5</p> <p>Sec-hmwk5</p> </div> <div style="text-align: center;"> <p>6</p> <p>Sec-hmwk6</p> </div> </div>
<p>Links to Campus templates:</p> <div style="display: flex; justify-content: space-around; align-items: center;">      </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <p>Cambridge</p> <p>Woodridge</p> <p>Junior School</p> <p>High School</p> <p>Howard</p> </div>	<p>District Website link template:</p> <div style="text-align: center;">  <p>AHISD Website</p> </div>
<p>Divider template:</p> <div style="text-align: center;">  <p>divider</p> </div>	<p>Appearance (Web Skin):</p> <div style="text-align: center;">  <p>Loft-Bright</p> </div>

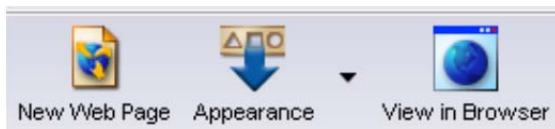
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How to create your new Teacher Webpage

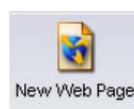
To begin creation of your new Teacher Webpage, you must access the template by logging in to your First Class email account. Once you are logged in:

Homepage

- Select Web Publishing in the upper left hand corner. You will notice that your Tools Bar at the top of the page will change.



- Please select the menu icon named Appearance.
- Select option Loft-Bright as your preferred Appearance and hit OK. (Please note: Loft-Bright is the only option you may use.)
- Select your Web Publishing menu icon in the upper left hand corner once again.
- Select the menu icon titled New Web Page.



- Please select the AH logo (labeled by campus) that pertains to your campus. You will now see the template for your Teacher Webpage Homepage.
- In the area labeled *Page Name: you will see the name of the template that you are using. You must change this name to reflect your name.

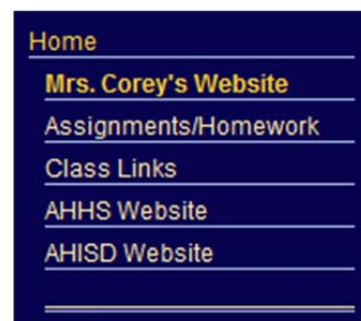


Example: Mrs. Jan Doe's Website

- In the area labeled *Page Title: please enter the same title that you entered in the *Page Name: field. **Example: Mrs. Jan Doe's Website**
- Now, go to the various fields on the template to update the designated information: Department, Campus Phone, Email, Class Times and Subject.
- Once you have entered all the required data for the page, please select the menu icon labeled Save and Close in the upper right corner of the page. You will be asked to confirm your save. Select Save. This is your new Homepage.
- You will now repeat this process for the remaining pages that you are required to create. You will create a page for each of the following items:

*Page name:	Mrs. Corey's Website
Page title:	Mrs. Corey's Website
Search keywords:	

Assignments/Homework
Class Links
Link to Campus Homepage
Link to AHISD Homepage



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Assignments/Homework

- Select Web Publishing in the upper left hand corner. You will notice that your Tools Bar at the top of the page will change.
- Select the menu icon titled New Web Page.



- Please select the AH logo (labeled by campus) that reads Homewk-Campus. Once selected you will see the template for your Teacher Webpage Assignments/Homework page.



Homewk - Elem



Homewk - JS



Homewk - HS

- For Secondary we have created multiple subject Homework templates.



- In the area labeled *Page Name: you will see the name of the template that you are using. You must change this name to read Assignments/Homework.

Example: Assignments/Homework

- In the area labeled *Page Title: please enter the same title that you entered in the *Page Name: field.
- Now, go to the various fields on the template to update the designated information.
- Once you have entered all the required data for the page, please select the menu icon labeled Save and Close in the upper right corner of the page. You will be asked to confirm your save. Select Save. This is your new Assignments/Homework page.

Class Links

- Select Web Publishing in the upper left hand corner. You will notice that your Tools Bar at the top of the page will change.



- Select the menu icon titled New Web Page.
- Please select the AH two-color logo that reads Class Links. Once selected you will see the template for your Teacher Webpage Class Links page.
- In the area labeled *Page Name: you will see the name of the template that you are using. You must change this name to read Class Links.



Example: Class Links

- In the area labeled *Page Title: please enter the same title that you entered in the *Page Name: field.
- Now, go to the various fields on the template to update the designated information.
- Once you have entered all the required data for the page, please select the menu icon labeled Save and Close in the upper right corner of the page. You will be asked to confirm your save. Select Save. This is your new Class Links page.

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Link to Campus Website

- Select Web Publishing in the upper left hand corner. You will notice that your Tools Bar at the top of the page will change.
- Select the menu icon titled New Web Page.



- Please select the colored folder logo with your campus name. Once selected you will see the template for your Teacher Webpage Link to Campus Website page.
- In the area labeled *Page Name: you will see the name of the template that you are using. You must change this name to reflect the name of your campus.
Example: Howard ECC Website, or Cambridge Website, or Woodridge Website, or AHJS Website, or AHHS Website
- In the area labeled *Page Title: please enter the same title that you entered in the *Page Name: field.
- Please **DO NOT REMOVE** the literal HTML. (This coding is required to link back to your respective campus and cannot be edited or removed.)
- Please select the menu icon labeled Save and Close in the upper right corner of the page. You will be asked to confirm your save. Select Save. This is your new Link to Campus Website page.

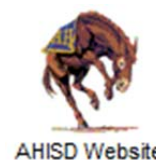


Link to AHISD Website

- Select Web Publishing in the upper left hand corner. You will notice that your Tools Bar at the top of the page will change.



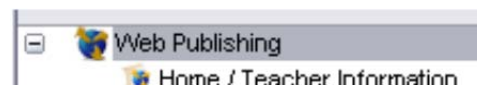
- Select the menu icon titled New Web Page.
- Please select the mule logo named AHISD Website. Once selected you will see the template for your Teacher Webpage Link to AHISD Website page.
- In the area labeled *Page Name: you will see the name of the template that you are using. You must change this name to read AHISD Website.
Example: AHISD Website
- In the area labeled *Page Title: please enter the same title that you entered in the *Page Name: field.
- Please **DO NOT REMOVE** the literal HTML. (This coding is required to link back to the district site and cannot be edited or removed.)
- Please select the menu icon labeled Save and Close in the upper right corner of the page. You will be asked to confirm your save. Select Save. This is your new Link to AHISD Website page.



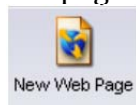
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Dividing Line

- Select Web Publishing in the upper left hand corner. You will notice that your Tools Bar at the top of the page will change.



- Select the menu icon titled New Web Page.
- Please select the fence logo named Divider. Once selected you will see the template for your Teacher Webpage Divider page.
- In the area labeled *Page Name: you will see the name of the template that you are using. You must change this name to reflect a line, by holding down the Shift and underscore keys at the same time for 22 strokes.



Example: _____

- In the area labeled *Page Title: please leave it blank. The body of the page is also intentionally blank.
- Please select the menu icon labeled Save and Close in the upper right corner of the page. You will be asked to confirm your save. Select Save. This is your new Divider page.

Additional Resources

Additional Resources is an area that has been created that will allow teachers to create pages for their district required sites that could incorporate additional topic areas or items like: A Bio or About the Teacher page, Past Assignments, Spelling Words, Class Projects, a link to a booster website, club, organization or educational links that you frequently use like Teacher Web, Moodle, Google Apps, Google Docs, QUIA and others.

To add these pages, you will follow the same procedures utilized for making the initial pages. The only exception is that you will have to format the pages as they have not been previously formatted. There is no template.

Staff Development

The instructions for building the New Teacher Webpage will be placed in the First Class conference under Tech Tips in a folder named New Teacher Webpage. Teachers will be able to utilize these instructions to begin building their new pages prior to the start of the school year.

We will provide development class during staff development at the onset of the new academic year. These short, two-hour classes will be lead by the Instructional Technology Specialist at your home campus. All New Teacher Webpages are expected to be complete by the first day of instruction.

Principals will randomly visit the new sites during the course of the year to ensure sites are current and up-to-date.

A set of Teacher Webpage Development Rules is currently being developed and will be placed in the First Class conference under Tech Tips. These rules will serve to guide all teachers in the development of their webpages and sites.